

**Minutes
Regular Meeting
Bolton Lakes Water Pollution Control Authority**

December 5, 2012

7:00 PM

Notch Road Municipal Center

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VERNON TOWN CLERK
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Attendees: Chairman Robert Morra, Vice Chairman George Apel, Mike Morris, Daniel Wright, Noel Gessay, and Alternates Cheryl Udin, John Ward and Joyce Stille. Also present was Marshall Gaston of Fuss & O'Neill, Inc. and David Ignatowicz Vernon WPCA Director.

1. CALL TO ORDER

Chairman Robert Morra called the meeting to order at 7:00 P.M. Alternate members Joyce Stille, John Ward and Cheryl Udin were approved as voting members.

2. PUBLIC COMMENT

None

3. ACCEPTANCE OF MINUTES

October 24, 2012 Meeting

Mike Morris, seconded by Joyce Stille, moved to accept the minutes of the October 24, 2012 meeting of the Bolton Lakes Regional Water Pollution Control Authority as presented. The motion passed with all in favor except George Apel, who abstained.

4. PENDING BUSINESS

A. Status Report on Sewer Project

Marshall Gaston presented a progress report for Bolton Lakes Sewer Project.

1. Financial Report

a. CWF

- Reimbursement Request 42 was submitted for processing

b. Rural Development

- RD Budget Summary 42 report was submitted for processing

c. STEAP

- STEAP #13 Reimbursement was submitted for processing

2. Project Progress – Phase 1

- a. No construction activity. Two tie-in permits have been issued to date.

3. Project Progress – Phase 2

- a. Final Contractor change order was approved by DEEP internally and awaiting final authorization. RD has approved the change order.
- b. One tie-in permit has been issued to date.

4. Project Progress – Phase 3

- a. An interim change order (CO-03) was submitted to Contractor for review. This includes items as well as quantity adjustments. The Contractor is reviewing the documents.
- b. Minimal work items need to be completed.
- c. BLRWPCA is negotiating for the Bioxide easement.
- d. In recent weeks homeowners concerns have subsided.
- e. Need to schedule a Public Hearing on sewer assessments

5. Project Progress – Phase 4

- a. Bids were received November 28, 2012.
- b. Easement procurement is moving forward.
- c. Addressing homeowners concerns is an ongoing activity
- d. Work by Others:
 - Easement acquisition
 - Grinder pump easement procurement is on-going.

6. Project Progress – Phase 5

- a. Many of the draft easements have been prepared.
- b. Responded to comments from the North Central District Health Department
- c. Wetlands Permit for Phase V has been received from the Town of Vernon.

B. Consider and Act on Phase IV Construction Bid

Marshall Gaston reviewed the bid tabulations received for Phase IV construction. There were three bids received and Fuss & O'Neill had checked references for Baltazar Construction who was the low bidder and recommended that they be awarded the contract. After discussion, Joyce Stille moved to waive the irregularities in the bid. The motion was seconded by George Apel. The motion carried unanimously.

Joyce Stille moved that the BLRWPCA award the contract for Phase IV construction to Baltazar Contractors, Inc of Ludlow, MA for the base bid plus Alternate 1 in the amount of \$3,495,290.88 subject to Fuss & O'Neill's confirmation of bank references and contingent on CT DEEP and Rural Development concurrence. The motion was seconded by George Apel. The motion carried unanimously.

Joyce Stille left the meeting at 7:35 P.M.

C. Consider and Act on Banking Resolution.

The Authority reviewed a proposed resolution that will designate Webster Bank; the Connecticut State Treasurer's Short Term Investment Fund; Rockville Bank; and Bank of America as depositories for the Bolton Lakes Water Pollution Control Authority (BLRWPCA). After discussion, George Apel moved, with Noel Gessay seconding, to adopt the resolution as presented. The motion carried unanimously. (Copy is made part of these minutes)

D. Consider and Act on 2013 Meeting Schedule

A revised Tentative BLRWPCA Meeting Schedule for 2013 was handed out at the meeting. The January 23, 2013 meeting location had been changed to the Bolton Notch Municipal Center. Motion to adopt the meeting schedule as revised was made by John Ward and seconded by Cheryl Udin. The motion carried unanimously.

E. Discussion on Manchester Connection Fees

Chairman Morra reported on tentative discussions with the Town of Manchester concerning future sewer connection fees. He said Manchester is indicating that connection fees for the BLRWPCA users may change from the current \$500 fee to \$1,900 per residential hook-up after June 30, 2013. He has a meeting scheduled for December 11, 2012 with Manchester officials and is asking for a consensus from the Authority to consider going only to \$1,200 per connection. Manchester has indicated that if Phase V construction commences before June 30, 2013, then connection fees would be capped at the current rate. George Apel has asked that all future agendas include a Phase V progress report.

F. Legal Services

A subcommittee was formed to review proposals for providing legal services to the BLRWPCA. There were six proposals received and after review and consideration, the recommendation was to retain the services of Halloran & Sage, LLP of Hartford, CT. George Apel moved to accept the recommendation of the sub-committee and Noel Gessay seconded the motion. The motion carried unanimously.

G. Discussion on Audit

Chairman Morra reported that the auditor for the Town of Bolton also conducted an audit on the BLRWPCA for FY 2012 at a cost of \$3,750. Due to the crossing of the Bolton/Vernon town line the proposed cost of the 2013 audit will be \$4,500. George Apel made a motion to approve \$4,500 for the audit for 2013 and Noel Gessay seconded. The motion carried unanimously.

H. Review Next Steps

The Phase IV bid review will be submitted to the CT DEEP and Rural Development for approval so that all approvals are received prior to the 2013 construction season.

5. REPORT OF THE CHAIR

Chairman Morra reported on a meeting both he and Richard Hayes, Jr. had with Rockville Bank. Their idea was to see if the bank was willing to assist in setting up a program that would allow the WPCA to help the elderly in some way if they didn't have the financial means to make a connection to the sewer. This will need further consideration.

6. **ANY ADDITIONAL MATTERS**

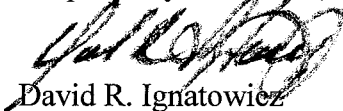
Chairman Morra reported that the parcel of land near Cider Mill Road was approximately one-half in the BLRWPCA sewer service area and one-half in Bolton. There is a request to include the entire parcel within the sewer district but it is subject to the approvals of Manchester, CT DEEP, Bolton and Vernon.

Cheryl Udin will be the first connection in Phase II. She has contacted five contractors and has received two bids for connection to the sewer. She has asked about her water treatment system discharge and understands that it cannot be connected to the sanitary sewer. This will require further research.

7. **ADJOURNMENT**

A motion was made by George Apel, seconded by Noel Gessay, to adjourn the meeting at 8:25 pm. Carried unanimously.

Respectfully Submitted,



David R. Ignatowicz
Director, Vernon WPCD

Please see the minutes of subsequent meetings for approval of these minutes and any corrections hereto.

RESOLVED: That Pursuant to Sec. 7-402 of the Connecticut General Statutes the following depositories be designated for use by the Bolton Lakes Regional Water Pollution Control Authority (here in after known as the BLRWPCA):

Webster Bank

Connecticut State Treasurer's Short Term Investment Fund

Rockville Bank

Bank of America

BE IT FURTHER RESOLVED: that Webster Bank, be and hereby is designated as the primary depository of the BLRWPCA and that the officials of BLRWPCA be and hereby are and each of them is, authorized to deposit any of the funds of the BLRWPCA in said Webster Bank.

BE IT FURTHER RESOLVED: that, until further order of this Board of Directors, that the Town of Bolton is designated as the Financial Administrator of the BLRWPCA and that its Town Administrator and Finance Director are delegated the specific daily responsibility for all financial transactions. The Bolton Town Clerk is authorized to certify the names and signatures of persons holding the above mentioned administrative positions.

BE IT FURTHER RESOLVED: that, until the further order of this Board of Directors, any funds of the BLRWPCA deposited in said Webster Bank, be subject to withdrawal or change at any time and from time to time upon checks, notes, drafts, bills of exchange, acceptances, or other instruments for the payment of money or upon directions for the wire transfer of money when made, signed, drawn accepted, endorsed or orally directed on behalf of the BLRWPCA, by any two of the following:

Robert Morra, Chairman

Brenda Douglas, Finance Officer/Deputy Treasurer, Town of Bolton

Joyce Stille, Town Administrator, Town of Bolton

BE IT FURTHER RESOLVED: that Webster Bank is hereby authorized to pay any such instrument or make any such charge and also to receive the same from the payee or any other holder without inquiry as the circumstances or issue or the disposition of the proceeds even if drawn to the individual order of any signing person, or payable to said Webster Bank or others for this account, or tendered in payment of his individual obligation, and whether drawn against an account in the name of this BLRWPCA.

BE IT FURTHER RESOLVED: that the Town Clerk or Assistant Town Clerk of the Town of Bolton be and hereby are authorized to certify to said Webster Bank, that these resolutions have been duly adopted and that they are in conformity with the Connecticut General Statutes and the Plan of Operation of the BLRWPCA.

BE IT FURTHER RESOLVED: that this resolution is effective as of December 31, 2012.

Dated:

ss: Bolton, Connecticut

Attest:

Town Clerk of Bolton